



**Minutes
NCA Steering Committee
March 8, 2006, 3:00 p.m.**

Present: Co-chairs Deb White and Judy Strong, Tim Borchers, Rinita Dalan, Alex Ellsworth, Brittney Goodman, Ted Gracyk, Michelle Malott, Lisa Nawrot, Liz Rowse, Teri Walseth, Karla Wenger

Guest: Vice-President Midgarden

Information Available from Academic Affairs: Vice-President Midgarden joined the Steering Committee to answer questions regarding availability of documents and data for the self-study report. She presented an overview of past Strategic Planning activities, how the abridged mission statement was developed, progress of the new liberal studies/general education program, and revamped assessment procedures.

Assessment: Midgarden announced that Jean Sando has been hired on a 6-month consultant appointment to coordinate assessment of the Dragon Core, the new liberal studies/general education program. She recounted assessment history on campus, how the Institutional Effectiveness and Assessment Committee was formed, why effectiveness and assessment have now been separated, formation of the current Student Learning Outcomes Assessment Committee (SLOAC), and MnSCU's view of assessment. She noted that addressing the feedback loop will be a critical component to successful assessment. She added that the campus attitude toward assessment has improved and that will be an asset during the NCA visit. Programmatic assessment data will be available but assessment of the Dragon Core will be limited to data gathered during Fall 2006.

Mission Statement: Midgarden stated that the abridged mission statement was developed through work by the Strategic Planning/Strategic Budget Committees. She noted that materials from the Strategic Planning Committee are available in University Archives. She reviewed the development of strategic planning and budgeting since 1994 when Dr. Barden became president and highlighted some of the accomplishments of the committees. She reviewed the mission and stated that the Academic Affairs Work Plan is tied to it. She added that the Work Plan does not necessarily talk the language of the mission, but shows how it is acted out. SLOAC is tying assessment reporting to the mission and evidence of this will be available this spring. She noted that the Budget and Planning Committee would need to be involved in any type of mission statement revision. Midgarden agreed to provide the Steering Committee with a document regarding the strategic planning process.

Summer Success Institute: Midgarden announced that Academic Affairs and Student Affairs are participating in a Summer Success Institute and six evaluators will be on campus March 27 to gather information. Additional information will be available to the campus community via the MSUM homepage.

Minutes: Moved by Gracyk, seconded by Walseth to approve the minutes of 2-22-06. The motion was approved unanimously.

Liaison Debriefing:

- Taylor could not find the mission on our website;
- No specific direction on content for chapters was given;
- Good idea to keep campus reminded of the upcoming visit. Suggest attending department meetings.

Ideas for Improvement: The ideas discussed at the last meeting were forwarded to Academic Affairs.

Public Relations Update: Nawrot announced that she will forward a draft of the next Continews article for review by the Steering Committee. The article will promote the upcoming open forums. A number of items are being developed for use at the open forums. The Student Academic Conference poster session is being finalized. The PR Committee would like to have a “brag sheet” on the NCA Visit web site. Sample T-shirt catalogs are available and teams are to contact Nawrot regarding interest in ordering shirts.

Open Forums: Teams are creating handouts and PowerPoint presentations for the open forums. The PR Committee will provide “glow cups” for the popcorn snack. Discussion ensued on ways to encourage campus participation. Strong agreed to draft a letter from President Barden to the campus community. It was agreed to provide door prizes and a prize to the department/office/group that has the greatest percentage of attendees at the forums.

Outreach: White and Strong gave a presentation to the Student Senate and noted that senators expressed willingness to become involved. Malott volunteered to assist with future presentations.

NCA/HLC Annual Meeting: Three team members, Borchers, Enz Finken, and Strong will be attending. Rowse might also attend.

Data:

- Faculty Development Day and staff meeting registration data is now on the web;
- National Survey of Student Engagement questions were distributed and responses will be available early summer;
- Delaware Study is under discussion and AAC is looking at a 2-3 page survey for department completion with Institutional Research compiling responses;
- The campus survey subgroup is working on lists of questions to implement this spring in classes for students and online for faculty and staff. Questions need to be submitted to White tomorrow and will be compiled in a draft by March 20th for distribution. The subgroup’s next meeting is March 22 at 2:00 p.m.

Announcements:

- The meeting with Dean Jeppson was useful;

- The Report Style Guide is online. It was requested that two additional items 1) how to cite web sites and 2) how to uniformly refer to the various bargaining units and contract be added.

Next meeting: March 22, 3:00 p.m. in MA 268.